



CITY OF HOUSTON

Job Posting

cd	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
	<i>Job Classification</i>	SUPERVISING ENGINEER (4 VACANCIES)
	<i>Posting Number</i>	PN# 102703
	<i>Department</i>	Department of Public Works & Engineering
	<i>Division</i>	Engineering and Construction Division
	<i>Section</i>	Various
	<i>Reporting Location</i>	611 Walker*
	<i>Workdays & Hours</i>	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervises, coordinates, and manages a variety of engineering or construction activities and personnel to implement assigned projects included in the City's Capital Improvement Plan (CIP). Establish goals, develops and evaluates performance, provide technical analysis and develop solutions for the section. Define objectives, evaluate proposals and make recommendations for projects. Prepare and review contracts, supplemental agreements, supplemental appropriations, change orders, request for information, reports, plans, specifications and design standards, and Request for Council Action. Conduct on-site project inspections and investigations. Responds to inquiries by department, consultants, agencies and the general public. Coordinate projects and provides all necessary information to upper management. Negotiate contracts, evaluate bids, and recommends contract awards and oversees the design and/or construction administration of projects. Interface and coordinate with public and other City of Houston departments and divisions.

WORKING CONDITIONS

Requires the ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires registration as a Professional Engineer in the State of Texas.

MINIMUM EXPERIENCE REQUIREMENTS

Requires four (6) years of professional engineering experience.

MINIMUM LICENSE REQUIREMENTS

Requires license as a Professional Engineer in the State of Texas.
A valid Texas Driver's License and compliance with the City of Houston's policy on driving (A.P.2-2).

PREFERENCES

Preference will be given to applicants with experience in design, construction and project management skills. Strong communication skills, decision oriented, problem solving attitude and computer skills will be preferred.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

? Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidates' qualifications as well as the pay rates of other employees in this classification. The midpoint to maximum of this salary range is:

Salary Range - Pay Grade 29

\$2,639 - \$3,392 Biweekly

\$68,614 - \$88,192 Annually

OPENING DATE

February 2, 2005

CLOSING DATE

Open Until Filled.

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9496.

An equal opportunity employer